



INFORMATION PACKET

Thank you for your interest in the Armed Forces Entertainment (AFE) Program. AFE is the Department of Defense (DoD) single point of contact for professional entertainment supporting our troops overseas. Our mission provides free, quality, live, professional entertainment to US Armed Forces personnel and their family members stationed overseas with a priority to remote and isolated locations, ships at sea, and contingency operations. The purpose of our program is to lift the spirits and morale of our troops and maintain their readiness and effectiveness while serving in defense of our country.

Your interest in this program is commendable and, if selected, you will follow the rich and fulfilling legacy of entertainers who have performed before you. The information provided in this package outlines the AFE program and basic entertainment requirements. More detailed information is provided upon selection. Should you decide to participate, send us the information listed on the last page of the attached document. We will screen it and match it with the needs of our circuits. If you are selected, we will contact you to begin the process for one of the most enjoyable and exciting events of your entertainment career. Good Luck.

APPLICATION INFORMATION

MANDATORY : ALL MEMBERS OF THE GROUP MUST BE AT LEAST 18 YEARS OF AGE.

ALL ENTERTAINMENT GROUPS MUST COMPLETE THE CENTRAL CONTRACTOR REGISTRATION PROCESS. (More information can be found at www.ccr.gov)

LOCATIONS

There are six circuits for entertainment throughout the world. Some circuits have as many as 50 locations and some as little as 10. Tour lengths range from 1 to 6 weeks depending on circuit. Circuits consist of the following:

Northern Europe/Greenland
Pacific/Alaska

Caribbean
Southwest Asia

Mediterranean
Balkans

TRAVEL

AFE coordinates and purchases all commercial air travel. In some circuits, the regional coordinators arrange the air travel between countries. Travel may be on commercial or military planes, busses, trains, trucks or automobiles.

MONEY

DoD does not pay tour salaries. Each member of the group receives an Honorarium of up to \$150 per day, including departure and return days. One check will be provided to the agent or group manager before departure for 60 percent of the honorarium. The remaining 40 percent, plus any allowable reimbursable expenses will be sent to the agent or group manager about 4-8 weeks after AFE receives the receipts. Invoices and receipts are due to AFE 30 days after your return from tour. Bring additional money, checks, or ATM cards to ensure you have sufficient funds to meet your needs during the tour. You must have sufficient funds to defray the cost of lodging and food during your tour. The partial honorarium of 60 percent is provided to assist you with this expense. No additional funds can be provided until the tour is complete. Please keep all receipts, except for meals. Reimbursable expenses are limited to:

- Customs or country departure fees
- Passport and visa photos
- Postage
- Immunizations
- Mileage to and from the airport @ \$0.375 miles per car (detailed travel log is required)
- Local travel costs (vehicle rentals, tolls, short term parking)
- Baggage tips (reasonable amount)
- Other production costs on a case by case basis

LODGING & FOOD

You will stay in military lodging or civilian hotels depending on availability. All attempts will be made to arrange for the least expensive lodging rates. Facilities, room rates, and amenities will vary widely. It is your responsibility to pay lodging bills before leaving each location. Base dining halls are your most economical eating options. Your food costs in the dining halls will be comparable to fast food prices. Fast food, snack bars, and local restaurants are also often available.

PERFORMANCES

Since you are being sent to “bring a little bit of America” to troops overseas, **75-80% of your show must be cover songs if you have a musical act.** All performers must be at least 18 years of age. You will be expected to perform for a minimum of 2 hours, plus breaks, and you will perform an average of 5-6 days per week. Restrictions apply regarding appropriate conduct and customs. You cannot perform on the local economy, pass the hat, consume alcohol on stage or while performing, or sell any promotional materials including autographs, pictures, CDs, tapes, souvenirs, hats, etc. All shows are free of charge and open to all military, DoD personnel and their families. Military clubs are not permitted to charge for entertainment.

CONDUCT

Your conduct must always reflect favorably on the United States of America, the Department of Defense, and the Armed Forces Entertainment program. Performances must be wholesome and in good taste. Materials cannot be offensive to anyone in regard to race, religion, national origin, sex, military rank, military service or handicaps. Avoid controversial issues and topics. Illegal drug use or possession is strictly prohibited. Do not joke about drug use, possession, or purchase.

APPLICATION TO TOUR

Please provide your information to: Armed Forces Entertainment
1225 South Clark Street
Suite 413
Arlington, VA 22202-4306

Include the following:

- Name of Group and Agent/Manager
- Address and Telephone of Contact Point
- Number of group members
- Type of entertainment (Country, R&B, Magic, Blues, Comedy, etc.)
- Length of Tour desired
- Promotional Package to include:
 - Video/CD/tape of your show
 - Song list (if a musical act)
 - 8X10 color photo
 - Recommendations/news clips/thank you letters, references
 - Website (if applicable)